



OFFICE OF PUBLIC INSTRUCTION

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Linda McCulloch
Superintendent

May 2, 2003

To: OPI MASS Representatives

From: Madalyn Quinlan, Chief of Staff

Subject: Summary of OPI Activities for May 2003

Here is a summary of the current activities at the Office of Public Instruction for May 2003. This summary can also be found at www.opi.state.mt.us/MASSUpdates/.

Office of the State Superintendent

The legislature made a number of changes in the school funding system in SB 424. A letter summarizing the impacts to schools can be viewed at:

<http://www.opi.state.mt.us/PDF/Superintendent/SB424Summary.pdf>

The text of SB 424 can be viewed at <http://data.opi.state.mt.us/bills/2003/billhtml/SB0424.htm>.

For questions, call Madalyn Quinlan, Chief of Staff, at 444-3168 or mquinlan@state.mt.us.

Highlights of State Superintendent Linda McCulloch's Activities during April:

- Recognized presentations from 12 schools as part of the Montana Heritage Project Student Conference
- Delivered a welcome speech and attended the annual FFA convention
- Handed out paraprofessional awards at the annual Council for Exceptional Children Conference
- Attended weekly Education Forum meetings with other education partners
- Participated in the bill signing ceremony for SB81, the Honorary High School Diploma for Veterans
- Co-hosted with Kris Goss from the Governor's Office an event to recognize legislators, sponsored by House and Senate Staff
- Participated in Montana's Peer Review, a requirement of President Bush's No Child Left Behind, with OPI staff members and the Department of Education
- Held her monthly "Lunch with Linda" session with OPI staff
- Attended a recognition ceremony for legislators who are "term-limited"
- As board member, participated in:
 - Library Commission Meeting
 - Land Board Meeting
- Attended the Milken Award Ceremony honoring Montana Educators, Julie Cajune from Ronan and Katherine Logan from Swan Valley School

May Board of Public Education Meeting

The Board of Public Education will hold its next regular meeting May 15-16, 2003, at the Montana School for the Deaf and Blind, 3911 Central Avenue, Great Falls. Tentative BPE agenda items the OPI will be involved with include the annual GED report, Accreditation recommendations, the annual Student Assessment report, Chapter 55 updates and the annual

BASE Aid payment schedule. Contacts are Board of Public Education Executive Secretary Steve Meloy (406) 444-6576 or Deputy Superintendent Spencer Sartorius (406) 444-4434.

Veterans Honorary High School Diploma

Senate Bill 81, <http://data.opi.state.mt.us/bills/2003/billhtml/SB0081.htm>, to award honorary high school diplomas for certain veterans passed this session. Superintendent McCulloch is hosting a ceremony on May 27, 2003 to award Montana's first group of veterans with their honorary high school diplomas. The Office of Public Instruction and the Veterans community are interested in finding veterans and their family members who would like an honorary high school diploma or to participate in this historic award ceremony. There is no cost. The application process is simple and requires a copy of the veteran's discharge papers. The application is available at: <http://www.opi.state.mt.us/veterans/diploma.html#app>. If you would like more information on obtaining a diploma or the May ceremony, please call Jan Lombardi at 444-1641 or e-mail jlombardi@state.mt.us.

OPI Revises Consolidated State Application to the US Department of Education

On the due date of May 1, 2003, the Office of Public Instruction submitted information required by the U.S. Department of Education for the Consolidated State Application – Accountability Workbook process. A peer review was conducted by the U.S. Department of Education on April 11, 2003, on the Montana Accountability System as proposed in the required January 31, 2003 Accountability Workbook. Based on feedback from that review and additional information received from the U.S. Department of Education, OPI revised the Accountability Workbook and answered additional accountability questions due May 1, 2003. The U.S. Department of Education hopes to complete approvals of the state accountability systems by June 8, 2003. OPI will share additional information on the approved system and its requirements for schools and districts as soon as possible. OPI Contact: BJ Granbery, 444-4420 or bgranbery@state.mt.us.

Public School Enrollment Data for 2002-2003

The 2002-03 Montana Public School Enrollment Data Booklet is available on-line at <http://www.opi.state.mt.us/PDF/Measurement/EnrollBook2003.pdf>. OPI Contact: Andy Boehm, Research Specialist, (406) 444-0375 or aboehm@state.mt.us.

News on Electronic Reporting to OPI: User Names and Passwords

The OPI Internet Reporting and Information Service (IRIS) Web has a new look! You will see a streamlined login screen. On July 1, the IRIS Web site will require users to begin using new passwords. These new passwords will be mailed to the district central office at the end of May. Due to Montana State security requirements, passwords will automatically change every two months on the first day of the month. In addition, the IRIS site may request that you update your browser with additional security features. Instructions for these updates are on the IRIS site.

The letter you receive in May will list for each School and District, the User Name and the six passwords required for the year. Please store these user names and passwords in a place that is secure, yet easily available to you, so you have your user names and passwords when you need them. We recommend you make a copy. These user names and passwords give one access to all IRIS programs. Please be judicious in selecting who receives them. If you lose your letter, you may request an additional copy of the letter to be sent to your central office. No passwords will be given out over the phone or via e-mail. Please contact OPI at 444-3448 if you need assistance with IRIS user names or passwords. The first IRIS application that will require new passwords will be the review of Assessment scores available in mid July, followed by the Annual Data Collection and MAEFAIRS Fall Enrollment in September.

From State Agencies to Public Schools: Surplus Computers

In 1999, the Montana legislature created a program to surplus computers and other hardware from state agencies to K-12 schools. OPI is the conduit for getting these computers out to schools; state agencies notify OPI that they have items to surplus and OPI assists schools with the arrangements for getting the equipment. The program has been very successful. Since July 1, 2002, schools have received a total of 1540 computing devices.

- 797 Computers
- 627 Monitors
- 71 Printers
- 45 other devices

Medicaid Changeover to Certified Match

- **Billing for Services Provided Before May 15, 2003**

It is essential for schools to bill for Medicaid-covered services provided before May 15, 2003, prior to that date in order to receive the full Medicaid payments. On May 15, 2003, Montana Medicaid will begin paying schools only the federal portion of the fees currently paid to schools for Medicaid-covered medical services. The federal portion represents approximately 72 percent of the current payments. This is due to the school-refinancing project in which the Department of Public Health and Human Services and the Office of Public Instruction have been working together to establish a certification of match process. Assuming schools participate in billing for new services (school psychologists and personal care paraprofessionals) in addition to the current Medicaid-covered services, this should not, on a statewide basis, significantly impact school revenues.

- **Billing for School Psychological Services and Personal Care Paraprofessionals**

Schools may now begin billing for services provided by school psychologists, as well as personal care paraprofessionals, as long as these services are indicated in the child's Individualized Education Plan (IEP). School psychologist services do not require PASSPORT approval, while personal care paraprofessionals services do require PASSPORT approval. On May 1, 2003, Montana Medicaid provided notice to schools of procedure codes to be used for billing purposes, as well as information on requirements for documentation of the provision of school psychologist and paraprofessional services.

Personal care services are for assistance in activities of daily living and not for assistance in educational tasks or for the purposes of behavior management. Bus escort services may only be billed when a child is functionally limited and receives a medical service at the school on that date of service.

- **Contact Information**

Please contact Provider Relations at (800) 624-3958 for further information on specific procedures for billing Medicaid for medically necessary services provided to Medicaid-eligible students or if you have any questions concerning billing codes or documentation requirements. If you have questions concerning the Medicaid refinancing project, please contact Bob Runkel, OPI Special Education Director, at 444-4429.

Special Education

Special Education Student Exiting Data Reporting: The Division of Special Education has been required, for a number of years, to provide data to the U.S. Department of Education on students with disabilities who exit special education programs. For purpose of reporting, the reasons for exiting include: no longer eligible, moved, graduated, reached the maximum age, died, or dropped out. The IDEA Part B Authorized Representatives will receive exiting data reporting packets in April. The reporting period runs from July 1, 2002, through June 30, 2003. Completed report forms must be submitted to the OPI by June 30, 2003. School districts and special education cooperatives will again have the option of logging onto the OPI's Internet Reporting and Information Service (IRIS) to report their data electronically. The process for reporting exiting data this year is very similar to last year's process. The packets will provide all information needed to report data either by paper or electronically. If you have questions concerning this process, contact Pat Reichert at 406-444-4430 or e-mail to preichert@state.mt.us.

Summer Skills Programs For Students Identified As Having Blindness, Deafness, Visual Or Hearing Impairments

The Montana Office of Public Instruction (OPI), through the Division of Special Education, Montana School for the Deaf and the Blind (MSDB), and the Montana School for the Deaf and the Blind Foundation will co-sponsor summer programs at the MSDB. The programs will target communication, social interaction, independent living skills and use of technology for students between the ages of 9-14 (7 and 8 year olds will be considered on a case-by-case basis for the deaf camp only) who have hearing impairments or deafness, and the ages of 9-16 who have blindness or visual impairments. The weeklong programs are provided at no cost to the student for room, board and transportation. Transportation to and from the program will be reimbursed at state rates.

The summer skills program will provide an effective and enjoyable opportunity for deaf, hearing impaired, blind or visually impaired students to improve competence in independent living skills and to expand socialization opportunities with other students with similar impairments. Information about the summer programs and applications for parents to complete will be sent to superintendents and directors of special education. If you have questions regarding the programs, please call the Montana School for the Deaf and the Blind (MSDB) at 771-6000. Completed applications must be sent to the MSDB by May 23, 2003.

Educator Licensure changes for Administrators, Initial Applicants, and Renewals

Due to the adopted changes in the rules for educator licensure (ARM, Chapter 57), a fingerprint-based background check is required for all initial applicants. Therefore, OPI's Educator Licensure office can no longer do evaluations prior to receiving an official application, which includes the results of the background check.

Please notify all educators in your district of the following:

- ☐ Renewal applications for all levels of licensure have been changed.
- ☐ The renewal application is available on our web site at www.opi.state.mt.us/cert/
- ☐ Discard all old renewal applications, and replace with the updated application.
- ☐ Applications should be completed in black ink, as other colors do not scan well.
- ☐ Incomplete applications will be returned, and additional fees will be required.

OPI Contact: Margaret Bowles, mbowles@state.mt.us, 444-2580

Assessment News

The April edition of the electronic newsletter, **Join Us in Measuring Progress** (JUMP), is online at: <http://www.opi.state.mt.us/pdf/assessment/newsletters/Apr2003AssessNews.pdf>

Register online for the videoconference **Iowa Test Results: Reading the Reports, 2003** <http://www.opi.state.mt.us/regforms/results/index.html>. The videoconference is scheduled at 9 sites (Billings, Bozeman, Butte, Dillon, Glendive, Great Falls, Helena, Havre, and Missoula) on May 13 from 10:00 am – noon. If you need help or further information, please contact Judy Snow, jsnow@state.mt.us, 444-3656 or Raelen Williard, rwilliard@state.mt.us or 406-444-2082. Information about the videoconference is with the online registration including links to materials to download and take to the videoconference site.

The Office of Public Instruction has purchased from Riverside an additional Iowa Test report for all grade four students in 2003. The **Individual Performance Profile** is particularly useful in planning instruction for individual students. This report will give specific information on strengths and weaknesses within the subject areas so classroom planning and instruction can address them. This report can be reviewed and used by teachers and then stored in the cumulative records. The Profiles will be sent in a separate mailing to schools later this spring. Since some of the billing from Riverside has already begun, schools that already ordered this report will either be billed and then credited at a later date **or** not be billed by Riverside. View a sample of the report at: http://www.riverpub.com/products/group/itbs_a/scoring.html#indperm

Online results from the 2003 Iowa Tests

The Office of Public Instruction will place disaggregated data online for all schools and districts. Before the data is made public, districts and schools will have time to review their data on a secure online site. To access their secure sites, districts and schools will need a user name and password. A user name and password will be mailed to districts in July. Before summer vacation, please determine who will review the data.

Below are the tentative dates:

July 5–10: By mail, districts receive user names and passwords and directions for accessing online secure data

July 15–25: Districts/schools review data on a secure online site

Districts/schools contact OPI if they have questions

August 7–15: Data (within limits of confidentiality) will be posted online on the public site

Testing windows in 2004

- Tentative Iowa Test Window for 2004 in grades 4, 8, and 11: March 8 - 26, 2004
- Tentative Criterion-Referenced (Measured Progress) Test Window for 2004 in grades 4, 8, and 10 in Reading and Math: First three weeks of April

OPI Contact: **Judy Snow, State Assessment Director**, jsnow@state.mt.us, 406-444-3656.

School Budgeting and Accounting

Updated Budgeting Tools Reflect Legislative Actions: To reflect Legislative changes to school funding, the following documents have been updated on the OPI website.

- FY2003-04 Preliminary Budget Data Sheets *with Legislative changes*:
<http://www.metnet.state.mt.us/schoolfinance/0000D9D9-80000007/000169F1-80000007/>
- General Fund Overview & Worksheets:
<http://www.opi.state.mt.us/PDF/SchoolFinance/budget/FY04GE%7E1.PDF>

- Excel Budgeting spreadsheets:
<http://www.opi.state.mt.us/schoolfinance/excel.html>
- Summary of HB 424:
<http://www.opi.state.mt.us/PDF/SchoolFinance/SB424Summary.pdf>

If you have questions or need assistance viewing the files, please contact Nica Carte at 444-4401 or email ncarte@state.mt.us.

Recommended Reading: A new publication from OPI, *Understanding Montana School Finance and School District Budgets*, is now available on OPI's website at <http://www.opi.state.mt.us/schoolfinance/budget.html>. The purpose of the 34-page booklet is to provide Montana citizens, legislators, parents, and school board trustees with a basic understanding of Montana school finance and school district budgets. It is written in a question and answer format and addresses some of the major aspects of school finance and the budgeting process. OPI Contact: Denise Ulberg, 444-0783, dulberg@state.mt.us.

Have you requested grant cash? Please check to make sure you submitted a cash request for each OPI grant and have been receiving the money you expected. OPI makes a payment on the 10th of each month. Under OPI policy, any cash not requested by the fiscal closeout will not be paid. If you have questions about a particular grant, contact an OPI accountant for the grant. See the Directory of Montana Schools (pages 2-8).

MAEFAIRS Training Planned: MAEFAIRS is the electronic reporting system used by districts to submit the Trustees' Financial Summary (TFS), Final Budget forms, and Enrollment Reports to OPI. OPI will offer training for MAEFAIRS system users on July 31 in Helena. Registration information will be sent to each clerk in June. OPI Contact: Nica Carte, (406) 444-4401 or ncarte@state.mt.us.

Transportation: TR 5 (Individual Transportation Claim) and TR 6 (Bus Route Transportation Claim) forms for second semester reimbursement were sent to school district clerks during April. Completed claim forms are due to the county superintendent by May 10 and the County Superintendent will send the completed forms to OPI by May 24. OPI Contact: Maxine Mougeot, (406) 444-3096, or mmougeot@state.mt.us.

Since bus reimbursement rates changed in SB 424, OPI is currently updating the transportation Excel spreadsheet to assist you in developing your transportation budgets for FY 2003-04. The spreadsheet calculates reimbursement rates for bus routes and parent contracts and figures the "on-schedule" state and county funding for budgets. OPI will notify schools by email when the revised spreadsheets are posted. Contact: Maxine Mougeot, (406) 444-3096, or mmougeot@state.mt.us.

(Inexpensive!) Bus Driver and Pupil Transportation Training

The Montana Association for Pupil Transportation (MAPT) Summer Workshop will be held June 18-20, 2003, in Butte. OPI recommends districts send bus drivers, mechanics, and transportation directors to attend these extremely valuable sessions. Attendance at the conference may be counted toward the 10 hour minimum annual bus driver training requirement for FY 2003-04. For more information, contact: Maxine Mougeot, (406) 444-3096, or mmougeot@state.mt.us.

GASB 34 Information: The Governmental Accounting Standards Board (GASB) adopted GASB Statement No. 34, a national accounting and reporting standard that will significantly change the format of a school district's audited financial statements. 19 districts will be required to implement the standard on financial statements in the audit of FY 2002-03. All other districts will implement in FY 2003-04. Districts should be taking steps to implement depreciation schedules, update fixed asset records, and contacting the auditor to discuss implementation. Clerks can obtain more information at the July 2003 OPI School Budgeting and Accounting Workshops and on the OPI website at <http://www.opi.state.mt.us/schoolfinance/gasb34.html>. Jim Oberembt, (406) 444-1257 or joberembt@state.mt.us or Denise Ulberg, (406) 444-0783, dulberg@state.mt.us.

OPI Distributes Indirect Cost Rate Applications for FY04 Grant Projects

Applications for indirect cost rates for FY 2003-04 are now posted on the OPI website at <http://www.opi.state.mt.us/schoolfinance/acct.html>. Indirect cost recoveries are OPTIONAL; but you must have a rate approved by OPI if you intend to claim indirect cost recoveries from grants in FY 04. The OPI-approved rate can be used on state and federal grants, including grants administered by OPI or received directly from a federal agency or another state agency. Application forms are due back to OPI by May 31, 2003. OPI Contact: Jim Oberembt, (406) 444-1257 or joberembt@state.mt.us.

Tuition Rates for FY2003-04 are set under MCA 20-5-323 based on 20% of the per-ANB rate for the year of attendance. Special education add-on rates are calculated under ARM 10.16.3818. Since passage of SB 424, maximum tuition rates for FY 2003-04 are:

- ☐ \$395 for Pre-K and Kindergarten
- ☐ \$790 for grades 1-8
- ☐ \$1052 for grades 7-8 if the school runs an accredited 7-8 program or junior high
- ☐ \$1052 for grades 9-12

Additional information on tuition in Montana is posted on the OPI web site at: <http://www.opi.state.mt.us/SchoolFinance/Tuition.html>. OPI Contact: Joan Anderson (406) 444-1960 or janderson@state.mt.us.

School Budget and Accounting Workshops Scheduled for July 2003

OPI will hold budgeting and accounting workshops in the following locations:

July 8: Kalispell	July 9: Missoula	July 10: Butte
July 16: Glasgow	July 17: Havre	July 18: Great Falls
July 22: Miles City	July 23: Billings	

These annual workshops are open to any parties interested in school finance. Topics will include a legislative update related to school funding issues and updates on audit, accounting, budgeting, and transportation funding issues.

Registration form and additional information is available online:

<http://www.opi.state.mt.us/PDF/SchoolFinance/2003Flyer.pdf>. OPI Contact: Nica Carte, (406) 444-4401 or ncarte@state.mt.us.

Accreditation

The **5-Year Comprehensive Education Plans** are beginning to arrive at OPI. Please remember that the *Authorized Signature and Checklist* page and the *Guidelines for Accreditation Review and Assistance Process* pages both need to be attached to your plan. If you are unfamiliar with one or both, please check our website at

<http://www.opi.state.mt.us/5YearPlan/> or contact our office. OPI Contact: Al McMilin, Accreditation Specialist, amcmilin@state.mt.us or (406) 444-3128.

Montana Association of Supervision and Curriculum Development (MASCD)

Summer Institute 2003: Instruction that Counts: Learning that Matters!

Student Center, Carroll College Campus

Helena, Montana

June 17-19, 2003

- June 17 **READ Montana! Summit** 8:00 a.m. – 4:30 p.m.

Welcome – Linda McCulloch, State Superintendent

Featured Presenter - Jim Burke, Helping Struggling Readers to Succeed

This one-day session will provide educators with strategies and tools to help all students read, write, and think more successfully. This presentation targets the educator who works with 4th grade through 12th grade students. The READ Montana! Summit will provide participants an opportunity to look at promising practices for students grade three and beyond. OPI Contacts: June Atkins, jatkins@state.mt.us, or Linda Peterson, lpeterson@state.mt.us

- June 18, Day Two 8:30 a.m. – 3:00 p.m.

Featured Presenter – Debra Pickering, Transforming Classroom Grading

For at least 100 years, teachers at almost every level have been using grades of some type-letter grades, percentage scores-as the overall indicator of student achievement. This one-day session will provide educators with thorough grounding in grading research and theory. An understanding of grading research and theory on current grading will open up new and exciting alternatives in a variety of areas. Debra Pickering will also present viable alternatives to current grading policies. This session will provide engaging content and is intended to create change.

- June 19, Day Three 8:30 a.m. – 4:00 p.m.

Featured Presenter - Pam Robbins, Emotional Intelligence: Implications for Teaching and Learning

This session will examine the topics of emotional intelligence and its role in fostering student success in school and in life. Participants will examine how lessons in emotional intelligence can be integrated into a standards driven curriculum and will discuss the relationship between emotional intelligence and achievement.

Go to <http://www.opi.state.mt.us/Supt/NewsStories/03BD0CA2CA.ncl> for conference information. Please register on line at <http://www.opi.state.mt.us/regforms/MASCD/summer.html>, print a copy of the registration before you submit, and then send your registration fee and a copy of the registration form to Jan Thomson, Executive Director, MASCD, 2724 Del Mar, Great Falls, MT 59404.

MASCD Members - \$125 Non-Members - \$135

One-Day Registration - \$75

College/University Student Registration – One-Day - \$30 Three-Days - \$90

The Summer Institute 2003 is sponsored by the Montana Association of Supervision and Curriculum Development, the Helena Public Schools, Missoula County Public Schools, Bozeman Public Schools, and the Office of Public Instruction. Renewal units and MSU-Northern credits are available. Contact: Jan Thomson, Executive Director, MASCD, jannyt@attbi.com

Professional Development Opportunity for Principals

2003 Principals' Leadership Academy for Educational Excellence
Montana State University – Bozeman
June 16 – June 20, 2003
320 Guest Ranch

The Educational Leadership Program at Montana State University – Bozeman the 2003 Principals' Leadership Academy modeled after the Tointon Institute for Educational Change at the University of Northern Colorado. The Montana Academy will be held at the 320 Guest Ranch, south of Big Sky from Monday, June 16 through Friday June 20, 2003. The Academy is designed for school principals with two or more years of experience.

The Principals' Leadership Academy will focus on:

- Identifying leadership preferences and opportunities for improvement. Using a standardized assessment, *Leadership Practices Inventory* by James M. Kouzes, and Barry Z. Posner.
- "Dissolving gender boundaries," helping men and women learn the strengths and behaviors of each other's gender culture.
- Developing a broad set of skills to analyze interpret, and translate data from test scores to organizational information.
- How to effectively help teaching staffs and communities process data and information into strategic plans.
- Working effectively in a political environment

Facilitators for the 2003 Academy include Elnora Gilfoyle, Susan Leddck, and Merna Jacobsen.

Participation in MSU's Principals' Academy is by district nomination only. Superintendents and former participants nominate principals from their districts. School principals who are personally and professionally ready for intense leadership development should be nominated. The ideal candidate is someone serious and enthusiastic about engaging in professional conversation and actions around issues of change, working in a collaborative decision-making environment, extending the school enterprise, and using the power of creating a vision for his or her school.

The involvement and commitment of superintendents is critical to the success of the Academy and to the successful transfer of skills learned during the program. Superintendents not only nominate principals for the Academy, they assist in implementing and accomplishing their principals' strategic action plans.

For more information contact: Boyd Dressler, MSU-Bozeman, at (406) 994-1819 or at dressler@montana.edu.

Educational Opportunity and Equity

Advanced Placement Training

The Office of Public Instruction will grant a waiver of the full registration fee (\$550 per person) for the first 70 participants to register for the Advanced Placement Institute to be held at MSU - Billings on July 8 through 11, 2003. The institute announcement and registration form can be found on the Advanced Placement area of the OPI Web site:

<http://www.opi.state.mt.us/AdvPlacement/index.html>

Summer Reading Calendars: *Climb the Ladder of Books: Discover the World*, the summer reading calendar, will arrive at schools during the second week of May. Schools will be provided with a master copy of the packet and are encouraged to make copies for the students. *Climb the Ladder of Books: Discover the World*, monthly calendars for June, July and August, are day-by-day fun reading, writing, and thinking activities. Please extend the challenge to your students to read this summer. The reading packets are a collaborative effort of the Office of Public Instruction, Montana State Reading Council, MEA-AFT and the Montana Elks Association.

US Department of Education Guidance for Homeless Students

The U.S. Department of Education has released preliminary guidance to help states and school districts ensure that every homeless child or youth receives the same educational opportunities, including public preschool education, as other children.

Changes described under the guidance include:

- ☐ School districts or schools cannot segregate homeless children in a separate school program within a school, based on homelessness alone.
- ☐ Schools must immediately enroll homeless students even if the students are unable to produce the records normally required by non-homeless students for enrollment.
- ☐ States and their school districts must ensure that homeless children are provided transportation -- at the request of parents or guardians -- to and from the school they attended prior to becoming homeless.
- ☐ School districts must designate a local liaison for homeless children and youths.

Studies show that changing schools significantly impedes a student's academic and social growth. The McKinney-Vento program was reauthorized under the No Child Left Behind Act of 2001 (NCLB). It addresses the problems that homeless children face in school, such as low enrollment, poor attendance and lack of academic success. The Act requires school districts to keep students in their school of origin, if at all possible, unless doing so is contrary to the wishes of the parents or guardians.

The guidelines discuss the requirement that all school districts designate local liaisons for homeless children. The liaisons, who serve as one of the primary contacts between homeless families and school staff, district personnel, shelter workers and other service providers, keep parents informed about available resources and services to help ensure the academic success of their children. To access the guidance, visit

<http://www.ed.gov/offices/OESE/SASA/hmlsprogresp.html>.

Health Enhancement and Safety Division

21st Century Community Learning Center Program

- ☐ OPI will be accepting applications for competitive grants for the 21st Century Community Learning Center Program until May 16. Upon receipt of the completed applications, OPI staff will complete a regional peer-review process and rank the scored applications. The regional peer-review teams will be meeting in Helena, Glasgow, Lincoln, and Forsyth during the week of May 19th to discuss the procedures for scoring and ranking applications. Awards should be announced by the third week in June.
- ☐ Current 21st CCLC grantees will be attending the School-Age Child Care Training Conference in Great Falls on May 9th and 10th.

- A Training Assessment project will be initiated in May as a result of a partnership established between the OPI, Livingston's LINKS for Learning program, and the Montana Child Care Resource and Referral Network. This project is designed to identify the specific training needs of out-of-school-time staff throughout the state and to coordinate resources available to address these needs. The project will also identify areas of training requirements for which no programs are available and examine means to address these unmet needs.

OPI Contact: Gary Pfister, 444-3000, gpfister@state.mt.us.

Completed Suspension/Expulsion Logs must be received from all public schools in Montana by June 30, 2003. Data collected satisfies several different federal reports. The Suspension/Expulsion Log collects data on incidents of violence, illegal use of drugs, weapons/firearms violations or non-violent acts that result in a student suspension or expulsion, including students with disabilities. A completed log must be received from every school in each district of the state. If a school has no incidents to report, the log must still be marked to indicate no students and submitted to OPI. The data covers the school year from July 1, 2002 through June 30, 2003. Complete packets, including logs and instructions were mailed to school districts in September of 2002. Logs and instructions may be downloaded from the OPI web page (<http://www.opi.state.mt.us>) by selecting "Safe and Drug-Free Schools" from the Programs and Services pull-down menu at the top of the page. The links are found in the yellow box on the right hand side of that page. If you have questions, please contact Pat Reichert at 444-4430 (preichert@state.mt.us) or Marion Erp at 444-1951 (merp@state.mt.us).

Sudden Acute Respiratory Syndrome

Information about the global outbreak of sudden acute respiratory syndrome (SARS) is changing rapidly. In an article on *AAP News Online*, Robert Baltimore, MD, FAAP, a member of the AAP Committee on Infectious Diseases, provides a pediatric perspective to the mysterious disease. Included are tips to help answer SARS-related questions from parents, schools and day care. <http://www.aapnews.org/cgi/content/full/e200397v1>

Montana schools can get local information from the following sources:

- The local city/county health department, or
- The state health department's Communicable Disease Office at 444-0274, or
- The national CDC hotline at 888-246-2675.

The Kids **Walk-to-School** program developed by CDC's Division of Nutrition and Physical Activity encourages individuals and organizations to work together to identify and create safe walking routes to school. The tools available on the website include a guidebook, brochure, fact sheet; train the trainer and community presentation and downloadable logo. For Kids Walk-to-School materials, go to www.cdc.gov/nccdpdp/dnpa/kidswalk/index.htm.

Bozeman Educator Honored as National Elementary Teacher of the Year !!

In last month's OPI Summary, we told you that Bozeman elementary teacher Carol Cooke had been honored as the Northwest District's Elementary School Physical Education Teacher of the Year. Well, Carol has done it again... this time she was selected from among the regional teachers of the year and is now the *National Elementary School Physical Education Teacher of the Year*. This is an unbelievable honor, but if you know Carole Cooke, it is a deserved honor. "Cookie" received her national award at a special awards ceremony of the National Association for Sport and Physical Education. Carol will continue to serve her students at Emily Dickinson Elementary in Bozeman, but she will also be giving presentations across the country as the national ambassador for effective elementary physical education. Carol will also continue serving all the other health and physical education teachers in Montana in her continuing role as

co-executive director of MAHPERD (the state professional association of health and PE teachers). If you see Carol Cooke or know anyone in Bozeman's administration team, drop them a note congratulating Carol. Having a nationally recognized Teacher of the Year in Montana is great news for all of us.

PIR Day Offering - HIV/AIDS Teacher Trainings

HIV/AIDS Teacher Trainings are an opportunity to fulfill PIR day requirements, provide teachers with information on HIV/AIDS and other bloodborne pathogens, and offer OPI renewal units to teachers within your school district. The training includes an HIV/AIDS "101;" universal precaution information and clean-up procedures; policies for education, infected students and staff, and safety procedures; reasons for abstinence and also demonstrates age-appropriate teaching activities for use in a K-12 HIV/AIDS unit within the overall health enhancement curriculum. The 5-6 hour training is provided free to schools. To arrange a training at your school contact Susan Court, OPI HIV/AIDS Education Specialist at (406) 444-3178 or scourt@state.mt.us.

Youth Risk Behavior Survey Results

Administering of the Youth Risk Behavior Survey occurred throughout Montana schools with grades 7-12 during the last week of February. The school-specific data for the recently completed YRBS is scheduled to be available to schools the end of May. This school-specific data will be mailed to the school district superintendent. The 2003 YRBS High School report will be developed from the 98% of high schools that participated in the random sample. YRBS data will soon be available to schools through a password secure site on the OPI web-site. This secure site will allow for Trend Data (1991-2003) and Year Specific Reports to be viewed by schools that have participated in the YRBS. The secure site will be accessible through the IRIS program on OPI's website -- this protects non-district authorized personnel from viewing the data. A YRBS School-Specific Data procedures manual, with step-by-step instructions, will be mailed to school superintendents and the YRBS contact upon completion. OPI Contact: Susan Court, 406-444-3178 or scourt@state.mt.us.

Community Service Grant

A **Community Service Grant program** funded through *No Child Left Behind* enables states to implement and coordinate programs supporting students who have been expelled or suspended from school. The Montana Office of Public Instruction (OPI) was allocated \$245,000 for federal fiscal year 2003 in support of these programs. Since most of the community service programs geared to restorative justice goals in Montana are attached to or administered by local juvenile probation officers or the courts, OPI has contracted with the Montana Supreme Court to conduct Community Service Grant program activities. The Supreme Court will implement statewide capacity-building activities including training, dissemination of community service information and policy development. The goal is to ensure that suspended and expelled students have meaningful activities with which to occupy any time absent from school, help them avoid negative behaviors and learn the value of community service. Core participants will include Chief Juvenile Probation Officers (JPOs), school administrators, community service advocates and other stakeholders. For more information on how you can become involved in this project, please contact Beverley Boyd (444-1733) or Judy Garrity (444-1366).

COPS in Schools Funding Available: The Department of Justice Office of Community Oriented Policing Services (COPS) announces the availability of the **COPS in Schools grant program**, which will assist law enforcement agencies in hiring new, additional School Resource Officers (SROs) to engage in community policing in and around primary and secondary schools. This program provides an incentive for law enforcement agencies to build collaborative

partnerships with the school community and to use community policing efforts to combat school violence. The School Resource Officer must devote at least 75% of their time to work in and around primary and secondary schools. There will be one application deadline for the COPS in Schools (CIS) program in 2003: June 13, 2003. All applications must be postmarked on or before the final deadline date of June 13, 2003, to be considered for funding. All grant awards are subject to the availability of funding. Previous editions of the COPS in Schools application developed prior to March 20, 2003, will not be accepted.

To obtain a copy of the CIS 2003 Application Kit or to obtain further information, please call the U.S. Department of Justice Response Center at 1.800.421.6770 or visit the COPS Web site at www.cops.usdoj.gov.

Children with Diabetes: A Resource Guide for Schools: Adapted from a variety of sources, this compendium of information is designed to assist everyone in the school environment help care for a child with diabetes. The 52-page manual contains general information about diabetes including monitoring blood sugars and how to treat low blood sugar. There is a section for school nurses, which includes a checklist and detailed information for care planning. The manual contains information for everyone from administrators to bus drivers, and it has an appendix with many helpful items including sample physician letters and care plans. "Children With Diabetes: A Resource Guide for Schools" is intended to educate school staff, provide sample forms, and guide school personnel to resources available in Montana. The manual has been sent to many school nurses, as well as public health nurses; however, should you desire a copy of this manual (at no charge), please contact the Montana Diabetes Project office at 444-6677. It can also be accessed from the Montana Diabetes Project web site: <http://ahec.msu.montana.edu/diabetes/default.htm>, then clicking on "Children With Diabetes: A Resource Guide for Schools."

School Nutrition

Certificate of Recognition: School Nutrition Programs, would like to recognize all school food service staff with 20, 25 or 30 years of uninterrupted service to the profession. We would also like to recognize retiring staff that has 20 or more years of service in your school food service program. Please submit the names of food service staff meeting the above criteria to Holly Humphrey (hhumphrey@state.mt.us) so that OPI may recognize their dedication to the school nutrition programs. If you have questions, contact our School Nutrition office at (406) 444-2501.

Child Nutrition Employee Appreciation Week May 5-9: You know how much you appreciate your school nutrition employees, but do they? Let them know just how much you appreciate their hard work during this special week. Visit www.asfsa.org for ideas to help your school recognize the efforts of school foodservice professionals.

Montana School Food Service/Office of Public Instruction Conference June 23-25

The 2003 Montana School Food Service/OPI Conference will take place June 23-25 at the Holiday Inn in Great Falls. For more information about the conference, contact Becky Green at (406) 654-1034 or Katie Bark at (406) 994-5641 or visit the website at www.mtsfsa.org.

Summer Food Service Program application deadline May 9: Application packets were sent to schools in April. The deadline for new sponsors to apply for the Summer Food Service Program is May 9, 2003. Call (406) 444-2501 for more information.

School Food Service Cooking Institute August 4-8: The 2003 Montana School Food Service Cooking Institute will take place at MSU-Bozeman during the week of August 4-8, 2003. The institute will train 20 school cooks or managers on quantity food production, with an emphasis on serving tasty and healthy school meals in a cost-effective manner. The institute is sponsored by the OPI School Nutrition Programs. Room, board, instructor fees, and a travel honorarium is provided for each participant. Because of limited space, only one person from each district may attend each year. Preference is given to new managers. School food service personnel interested in attending should complete an application. Contact Katie Bark at (406) 994-5641 or kbark@state.mt.us for an application or access it through the School Nutrition Programs page at www.opi.state.mt.us.

New Food Service Managers: School Nutrition Programs provides training for new food service managers. Please notify us when you have a new food service manager so that we may provide prompt technical assistance to answer questions and ensure that program requirements are met. Contact our office at (406) 444-2501 or Katie Bark at (406) 994-5641.

Nutrition \$EN\$E Mini-Grant Project: Through the support from a Montana Team Nutrition grant from USDA, we are proud to provide \$500 mini grants to the following (13) schools to support their student organizations or student-run stores to increase the amount of healthful food and beverage items that are sold at the stores. Great Falls School District: East Middle School and Paris Gibson Middle School; Helena School District: Jefferson School, Smith School, and Capital High School; Missoula County Public Schools: Big Sky High School and Sentinel High School; Sidney School District: Central School and Sidney High School; Plevna High School; Three Forks High School; Twin Bridges High School; and White Sulphur Springs High School.

School Nutrition Programs Website: Be sure to check the OPI, School Nutrition Programs website at www.opi.state.mt.us for current information about administering school nutrition programs and for tips for creating healthy school nutrition environments. The "Fresh Bytes" section has the up-to-date items of interest.

Traffic Education

Annual Traffic Education (TE) Program Applications: Watch for these program applications in the mail in May. They need to be returned to OPI on or before August 1, 2003. This application is for Fall and Winter 2003 TE programs, and Spring and Summer 2004 TE programs.

Annual TE Program Reimbursement: We estimate that districts will be reimbursed between \$65 and \$75 per student this August for all students completing driver education between July 1, 2002 and June 30, 2003. The actual amount depends upon the number of dollars received in the state traffic education fund (portion of driver license fees), and the number of students completing traffic education. All TE03 (Certification) and TE04 (Student List) sheets must be submitted to OPI by July 10, 2003 to be reimbursed with the August payment. Submittals arriving after that date will be reimbursed a year later, in August 2004.

Annual Traffic Education Year-end Report (TE Survey): This year-end report can be completed online this year. No paper surveys will be mailed. Details and instructions to complete the annual report will be included in the May mailing along with the TE program application for the following year. These reports must be completed and submitted by July 10, 2003 to be reimbursed for the students completing TE in your district. If your district chooses

not to complete the annual report (survey) online, the form can be downloaded from the OPI website (www.opi.state.mt.us/drivered) and submitted by mail. It must be received by July 10.

Advanced Driver Training: We are currently taking registrations for summer Advanced Driver Training (basic crash avoidance skills) workshops offered in Lewistown. This training is designed for school bus drivers, driver education teachers, and anyone who chooses to enhance their driving skills to better handle critical driving situations. This training qualifies for the annual in-service training required for school bus drivers. Please visit our online website for program and registration information (www.opi.state.mt.us/advdriver) or contact Nancy Lunday at (406) 444-4432. Don't delay. These one-day workshops fill quickly.

Career and Vocational/Technical Education

State Career and Vocational/Technical Education and Carl D. Perkins Basic Grant applications are due May 26, 2003. Since May 26 is a state holiday, the due date defaults to May 27, 2003. The April 29 Technical Assistance Teleconference was taped and can be viewed on-line. Go to [http:// www.opi.state.mt.us/CTE/Index.html](http://www.opi.state.mt.us/CTE/Index.html) on the OPI website to access the teleconference video. OPI Contact: Karla Beagles, 444-9019 or kbeagles@state.mt.us.

Distance Learning Opportunity

In today's tight educational economy, Educational Service District 101's STEP*Stat Network is taking a bold step to assist schools across the nation during the upcoming 2003-2004 school year. Schools will be assessed no fees to access the educational programming offered by ESD 101's distance learning network, STEPStar, in 2003-04. There will be no district membership fees, no student course fees and no professional development fees. Schools may enroll unlimited numbers of students and staff in the STEPStar's televised courses and professional development at absolutely no charge.

You'll get an entire year's worth of broadcast instruction - more than 1,500 total hours - that can be used to supplement and enrich existing classroom activities or to provide entire courses. Schools can use as little or as much programming as they want, how and when they want it.

Starting next fall, all STEPStar K-12 programming will be offered "in the clear," without electronic scrambling. Schools already equipped with a Ku-band satellite dish and MPEG-2, DVB compliant satellite receiver will be able to take down the signal without ancillary equipment,

And for locations that are not already equipped, inexpensive satellite dish systems are all that's required. Or, the programming may be carried on your local cable system.

The Fall line-up will feature classes in elementary/middle school Spanish, Japanese and Chinese, middle school and adult math, middle school science, middle school geography and history, middle/high school and adult career education, GED preparation, student enrichment, staff development and more.

A full schedule, including dates, times and course descriptions, will be posted on the Web by the first of May. Interested schools are invited to visit <http://stepstar.esd101.net> or contact the STEPStar Network office to request a brochure. Project personnel can be reached at (800) 545-5008, ext. 2720, (509) 323-2720 or info@esd101.net.